

May 29, 2007

Calaveras County Superior Court  
Invites Applications for the Position of

**COURT CLERK I/II**  
**\$12.12 - \$16.60/Hour**

**Final Filing Date –June 15, 2007, by 3:00 p.m.**



**THE POSITION:**

Under general supervision, provides a wide variety of general clerical support for the courts and does other related work as required.

**DESIREABLE QUALIFICATIONS:**

**Court Clerk I**

**Proficient Knowledge of and Ability to:**

- Establishment and maintenance of filing and information retrieval systems.
- Personal computers and standard software applications related to court support work.
- Basic filing and financial record keeping systems.
- Basic accounting practices.
- Office procedures and practices.
- English grammar, punctuation and spelling; communicate effectively using the English language, both orally and in writing.
- Mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
- Accurately set up, monitor and maintain financial records.
- Work independently and follow instructions.
- Establish and maintain cooperative working relationships with others, individually and in a team environment.
- Learn court policies, procedures, documents and terminology affecting assigned functions.
- Ability and willingness to accept varied work assignments.
- Maintain confidential information.
- As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.

## **Court Clerk II**

In addition to the knowledge and abilities required of the Court Clerk I, the Court Clerk II requires:

- Legal procedures, documents and terminology used in court cases.
- A variety of policies, rules, procedures and regulations.
- Statutes, policies and procedures, documents and terminology affecting assigned functions.
- Perform a wide variety of complex and specialized clerical and accounting support work.
- Interpret, explain and apply a variety of policies, rules, procedures and regulations.
- Locate, read and understand statutes and instructions related to court processes and proceedings.
- Understand and follow court calendar procedures.
- Gather, organize and present a variety of data and information.
- Prepare clear, concise and accurate minutes, records and reports.
- Effectively represent the court in responding to inquiries, providing assistance and dealing with concern from the public, community organizations, other County staff and agencies.
- Perform a wide range of case processing functions.
- Attend court sessions and perform a variety of support functions.
- Take and transcribe notes of court proceedings.
- Prepare and maintain court calendars.
- Work proactively and interact positively with all court staff, other staff contacted during the course of performing job duties, and the public.

### **Essential Job Functions:**

*Duties may include, but are not limited to:*

Receives legal documents; examines documents for completeness and conformity to requirements; return unacceptable documents; affixes seals and stamps to endorse, certify and/or file documents. Receives, reviews, processes, certifies and prepares required legal documents and records for court sessions. Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties; maintains court records and files. Advises attorneys, agencies and the public on the status of cases in a professional and courteous manner; provides procedural information; answers inquiries and explains filing processes; explains fees and fines; assists individuals in locating material and information. Prepares documents in conformance with court orders; issues legal documents, such as warrants, writs, subpoenas, abstracts and other official documents on behalf of the court in accordance with policies and procedures; recalls warrants, exonerates bail, prepares judgments and dismisses or seals cases in accordance with established codes and court procedures. Accepts fines and fees; maintains and updates financial records. Prepares court calendars and/or schedules cases for hearings, conferring with the appropriate individuals according to established procedures; distributes calendars and related case files for review. Performs a variety of office and court support work; prepares letters, correspondence, forms and other documents; maintains copies of documents; operates computers, maintains and updates files and databases; generates computer reports; performs word processing; operates office equipment; maintains and retrieves archived records.

### **EXPERIENCE/TRAINING:**

Any combination of experience and education that would provide the required level of knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Court Clerk I:**

Graduation from high school and one year experience performing clerical and public contact duties.

#### **Court Clerk II:**

Graduation from high school and one year experience performing a variety of legal processing, public contact and general clerical support duties in a court setting.

**License Requirements:** None.

**COMPENSATION AND BENEFITS:**

Court Clerk I: \$12.22 - \$14.73 per hour.

Court Clerk II: \$13.66 - \$16.60 per hour.

Placement within the range is dependent on the qualifications of the selected applicant.

Benefits include:

The Court provides a comprehensive benefit package to employees who qualify. Benefits include medical, dental, vision, EAP, deferred compensation, life and long-term disability insurance, along with paid vacation and sick leave. Permanent employees do not pay Social Security, but are members of the Public Employee's Retirement System. The Court pays the employee's contribution to the retirement system. Appointments are normally made at the first step of the salary schedule. A one-year probationary period is standard. After successful completion of the one year probationary period, a 5% merit raise may be granted. Merit raises may be granted annually thereafter to the top step.

**APPLICATION AND SELECTION PROCESS:**

Complete a Calaveras Superior Court application form and submit by mail to:

**Calaveras Superior Court  
Attn: Human Resources  
891 Mountain Ranch Road  
San Andreas, CA 95249**

*Applications can be downloaded from the Calaveras Superior Court Website at*

**[www.calaveras.courts.ca.gov](http://www.calaveras.courts.ca.gov)  
or by calling (209) 754-6895**

**Filing Deadline:** The application filing period may be closed at any time after fourteen days from the original issue date (May 29, 2007) if sufficient applications have been received. Therefore, it is important to submit your application as soon as possible.

**Selection Process:** A screening panel will select a number of the most highly qualified applicants. Those selected by the panel will be invited to participate in a pre-employment test. Those that score in the top percentile will then be invited to an interview. We anticipate conducting the pre-employment test the week of June 25, 2007. The position will remain open until filled. If you believe you have a disability that would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation, contact the Calaveras Superior Court at 209-754-6845.

**FACTS ABOUT CALAVERAS COUNTY**

*Calaveras County is located in the scenic and historic Mother Lode Area of the western slope of Sierra Nevada Mountain Range. The County population is approximately 40,000. There is one incorporated city in the County, Angels Camp, and several unincorporated communities including San Andreas, Valley Springs, Murphys, Copperopolis and Arnold. Most residents of Calaveras County live within 1½ hours of Stockton and Sacramento and within 2 hours of San Francisco. Calaveras County offers a full spectrum of outdoor recreational activities, including golf, skiing, fishing, boating, backpacking, camping and youth sports. Other benefits in Calaveras County include a low crime rate, excellent public schools, lack of traffic congestion, clean air, a low cost of living and a strong sense of community.*